

E-MAIL SUBCOMMITTEE REPORT TO THE ERC

5 MAY 1999

1. While drafting the Ohio Electronic Records Policy, the Electronic Records Committee (ERC) became increasing aware of the need for more guidance on specific issues and technologies. Sub-committees were formed to address specific electronic records issues common to state agencies. The e-mail sub-committee was formed to create guidelines dealing with the retention and disposition of e-mail.
2. The charge to the e-mail sub-committee was to:
 - examine several different e-mail retention guidelines and to adopt or create e-mail retention guidelines by consensus.
 - define the relationship between e-mail use policy and e-mail retention guidelines
 - provide implementation strategies for e-mail retention guidelines
 - provide specific examples for scheduling e-mail
3. Carol Volle, Butler County Records Manager, consented to act as chair of the e-mail sub-committee, Jane Wildermuth, Local Government Records Archivist at the State Archives, agreed to act as administrative coordinator for this sub-committee. A list of sub-committee members is attached.
4. The e-mail sub-committee met four times in 1999.
 - January 19
 - February 4
 - March 4
 - April 27

Minutes of each meeting are attached. The sub-committee also used an alias e-mail configuration to communicate and review drafts of documents. The sub-committee wishes to thank Charlie Corbato for making this mechanism possible.

5. The e-mail sub-committee hereby submits the following guidelines [see Guidelines @ OhioERC's website] for the consideration and adoption by the Electronic Records Committee. Models for the retention of e-mail will be attached to this document as an appendix. Those models are not yet ready for consideration by the ERC, but will be circulated via the listserv for the Committee's review at a later date.